

caBIG

caBIG Business Process Overview

Rockville, MD October 2004





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- Introduction
- Concurrent Versioning System (CVS)
- caMP centrally managed repository for caBIG project and resource data
- ▶ Invoice Online (IOL)
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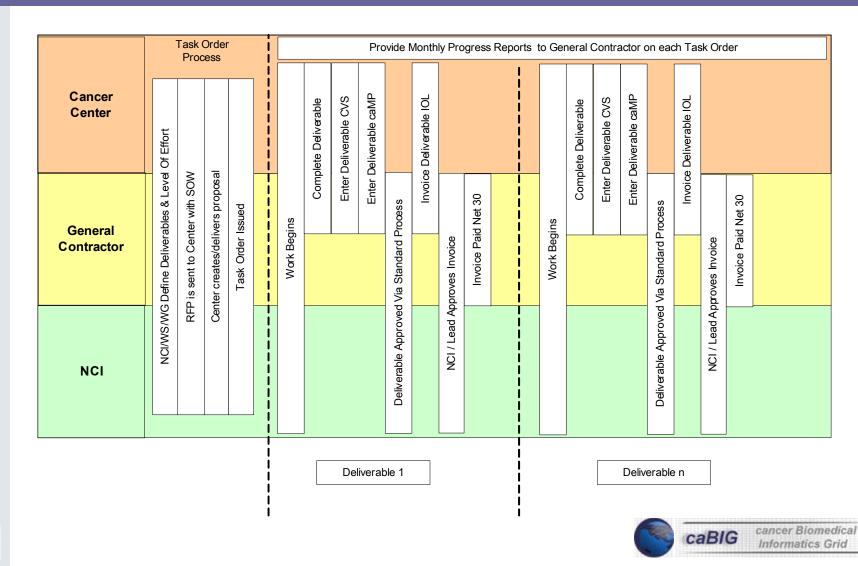


- Standard tools facilitate ease in reporting, consistency in data collection and speed of resolution
- Centers have direct control over their progress reporting in an automated and easy-to-use format
- Replaces a whole bevy of paper forms/processes and ensures that:
 - Tracking of deliverables/milestones is easy and uncomplicated
 - Center can track all project activities around deliverables without requiring direct contact with the General Contractor
- Use of collected metrics will improve the caBIG Business Processes
- All deliverable/milestone names will be consistent from SOW to invoice





We have a Basic Agreement in place, but what do we do now?





- Statement of Work
 - Tasks
 - Delivery Schedule
- Response to Request for Proposal
 - Technical Proposal description of how you plan to accomplish the work
 - Budget Proposal itemized pricing for the effort
 - Cost and Delivery Schedule agreement on amount of payment for each deliverable
- Tool Handbooks CVS/caMP/IOL









- Provides control of large software development efforts
- Maintains records of files throughout file and project lifecycle
- System backups using bi-coastal mirroring
- Universal and open access to all project deliverables
- Single site for all development products
- Supports multiple platforms and interfaces
- Tool access is achieved via web interface or CVS tool directly
- Facilitates the storing and retrieval of different development versions of source code





CVS Access Requirements

- Secure shell client PuTTY (recommended)
- CVS Client jCVS (recommended)
- Latest version of Java (required)



.

Working with CVS will ensure continuity in all work products

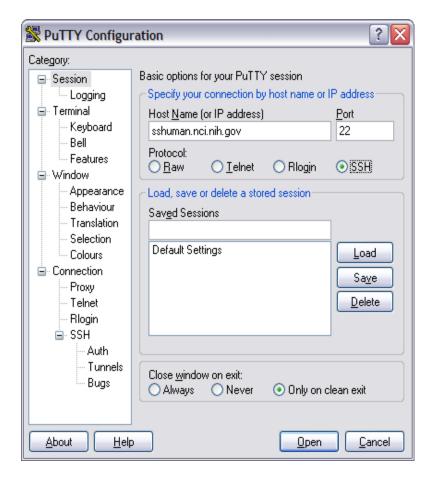
Step 1: Download PuTTY from http://www.chiark.greenend.org.uk/~sgta tham/putty/download.html

Step 2: Start PuTTY and enter sshuman host information

Host name: sshuman.nci.nih.gov Port: 22 (the default for the SSH

protocol)

Protocol: SSH







CVS...Configuring PuTTY...continued

Step 3: Select 'Tunnels' (under SSH) from the tree on the left. Map a local port on your machine to port 2401 on cbiocvs2.nci.nih.gov (2401 is the pserver port for cvs). The port can be any port that's not already being used.

Source Port: any open port on your local machine.
Destination: cbiocvs2.nci.nih.gov:2401.
Enter this exactly.
Select Local.

Step 4: Click 'Add'

Step 5: You can save the session to restore later, so you won't need to go through these steps every time.



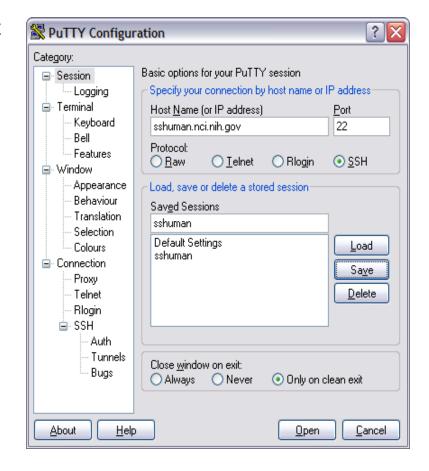




CVS...Configuring PuTTY...continued

Step 6: To reload a saved session, select it from the 'Save Sessions' list and click 'Load'

Step 7: Click 'Open' to log on to sshuman with the supplied username/password







CVS...Configuring PuTTY...continued

Step 8: With the CVS client of your choice, enter the following connection information:

:pserver:<username>@localhost :22401:/share/content/cvsroot.

Note: Make sure the port specified here is the same as the port you entered in step 3.

These instructions have been tested with jcvs, TortoiseCVS, WinCVS, Eclipse 3.0M7, and the Cygwin cvs commandline client. See caBIG CVS Users Guide for details

Details for configuring jCVS client continues below



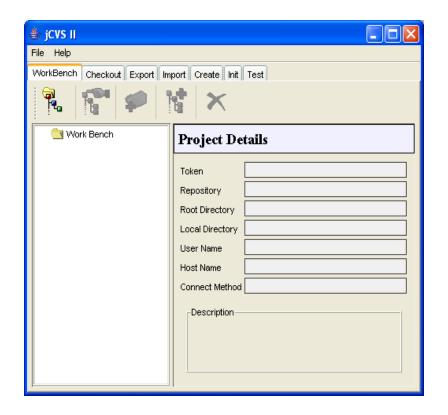




CVS...Configuring jCVS

- Step 1: Download jCVS II 5.4.2 from http://www.jcvs.org/download.html
- Step 2:Extract zip file into a folder and double click /path/to/jCVS/bin/jcvsii.jar

(Assuming you have Java installed and properly configured, jCVS will start)

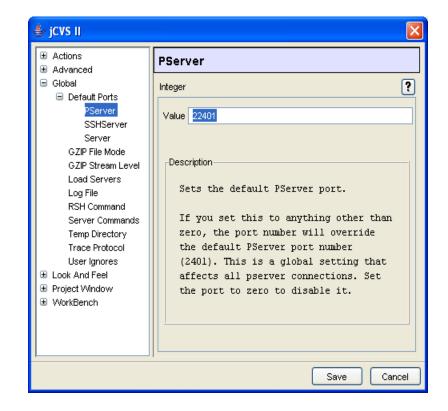






CVS...Configuring jCVS...continued

- Step 3: Set up preferences to connect to CVS through port 22401 on your local machine (according to the directions for tunneling to CVS, port 2401 on cbiocvs2.nci.nih.gov is mapped to port 22401 on your local machine).
- a. Go to File \rightarrow Edit Preferences
- b. In the "Properties" window, expand the "Global" node and then the "Default Ports" node
- c. Click on the "PServer" leaf under "Default Ports" and enter "22401" in the "Value" field. Save these settings.
- d. You will also want to change the default "Temp Directory" to one that jCVS can find

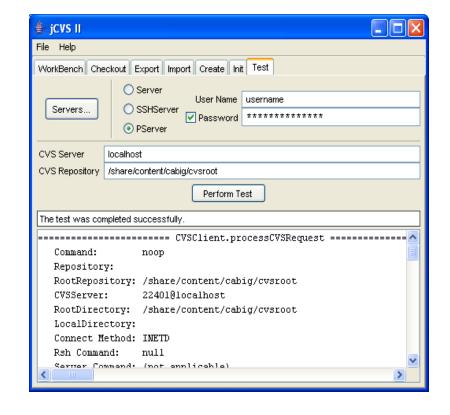






CVS...Configuring jCVS...continued

- Step 4: Your client should be ready to connect to the CVS server. Test the settings by clicking the "Test" tab in the main window
- a. Click the "PServer" radio button and add your username and password
- b. In the "CVS Server" field, enter "localhost" and in the "CVS Repository" field, enter "/share/content/cabig/cvsroot"
- Press the "Perform Test" button to verify a successful connection







CVS...Configuring jCVS...continued

- d. If the test is successful, you are free to start using any of the other jCVS functions
- e. If the test failed, check the following attributes:
 - i. Port "22401" was entered as the "PServer" port in the "Preferences"
 - ii. The username and password are correct
 - iii. The "CVS Server" and "CVS Repository" are correct:
 - 1. CVS Server: localhost
 - 2. CVS Repository: /share/content/cabig/cvsroot
 - iv. The ssh tunnel was properly established

f. If all of the instructions have been properly followed and you are still experiencing trouble, you may not have access to the repository. Check with the NCI to ensure you have been given access to the repository

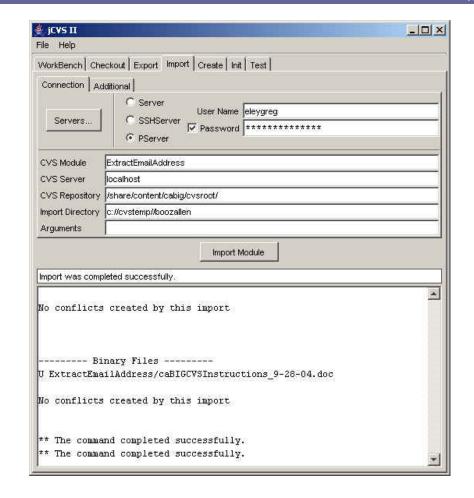




CVS...Importing with jCVS

When Test indicates that you are successfully connected to the CVS server click on the "Import" tab.

- Enter your "User Name"
- 2. Enter your "Password"
- 3. "CVS Module" is the path name that identifies the CVS module on the CVS server in which you will import the deliverable. If you are importing a monthly deliverable the CVS module will reflect the Cancer Center name. If you are importing a software deliverable the CVS module will reflect the project name.
- CVS Server This is the hostname of theCVS server. Enter "localhost"





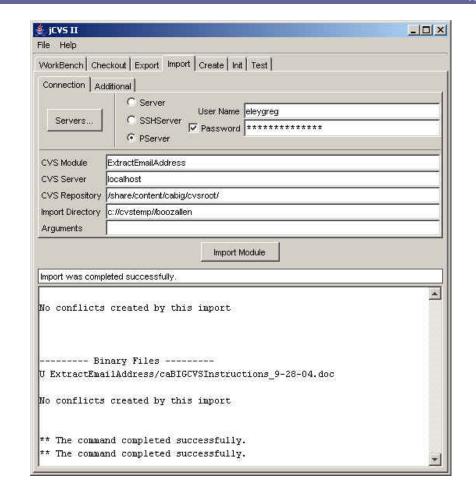


CVS...Importing with jCVS...continued

- 5. CVS Repository This is the full path name of the repository you wish to access. Enter "/share/content/cabig/cvsroot/"
- 6. Import Directory This is the full pathname of the local import directory. The imported files will be read from this directory. Enter the complete path to the directory in which the deliverable resides on your local drive.

(Note - in this example the file was stored on the C: drive of the desktop Windows system and jCVS requires the double forward slash (//) to recognize the path.)

7. Arguments – Place any arguments for the CVS import command in this field.

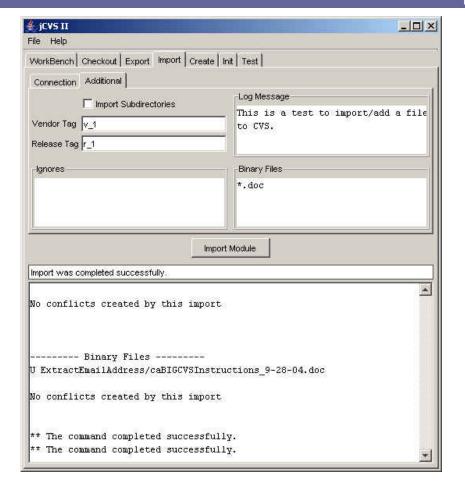






CVS...Importing with jCVS...continued

- 8. Now click on the "Additional" tab.
- Import Subdirectories If checked, subdirectories will also be imported.
- 10. Vendor Tag Enter the "vendor tag" that is be applied to the import branch.
- 11. Release Tag Enter the "release tag" that is to be applied to the imported files.
- 12. Log Message The log message that will be recorded with the imported files.
- 13. Ignores This is a CVS ignore spec to the default ignore spec







CVS...Importing with jCVS...continued

- 14. Binary files This field is another "ignore spec" except that in this case every file that matches the spec will be treated as a BINARY file, and imported into the repository with the '-kb' flag. This will allow you to check in both text and binary files in one operation
- 15. Click on "Import Module" and if all parameters are correct you will observe the "Import was completed successfully" message

WorkBench Checkout Export Import Cre	eta Init Tact
	ate init lest
Connection Additional	
☐ Import Subdirectories	Log Message
Vendor Tag v_1	This is a test to import/add a file
	to CVS.
Release Tag r_1	
Ignores	Binary Files
	*.doc
Import was completed successfully.	
	ort
Import was completed successfully. No conflicts created by this imp Binary Files U ExtractEmailAddress/caBIGCVSIn	
No conflicts created by this imp	structions_9-28-04.doc
No conflicts created by this imp Binary Files U ExtractEmailAddress/caBIGCVSIn	structions_9-28-04.doc

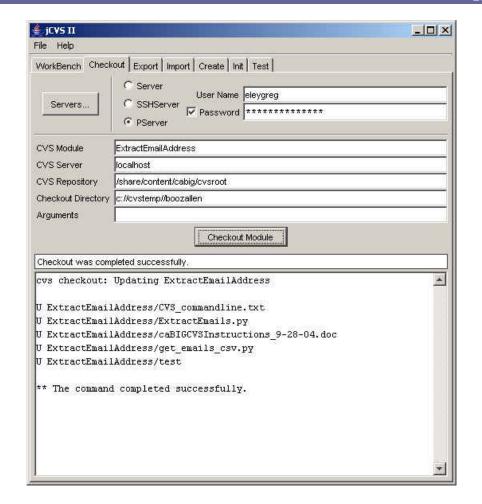




CVS...Checkout with jCVS

The "Checkout Panel" is used to checkout a project from the CVS server. Checkout is the only way to create a local working directory, or project in jCVS terminology.

- "CVS Module" This is the path name that identifies the CVS module that you want to checkout from the server.
- "CVS Server" Host name of the CVS Server
- "CVS Repostitory" Full path name of the repository you want to access.





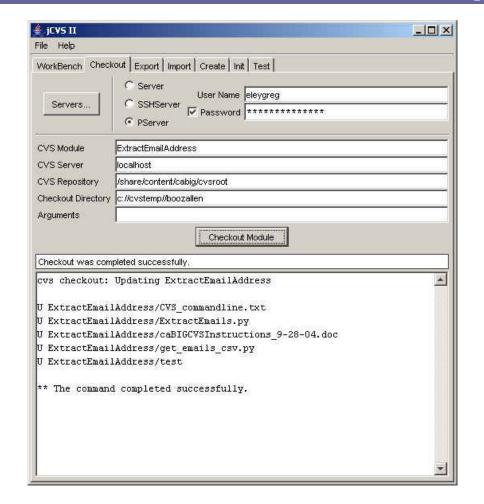


CVS...Checkout with jCVS...continued

4. "Checkout Directory" – Full pathname of the local checkout directory. The checked out files will be written to this directory. If the directory does not exist it will be created after your confirmation.

(Note – in this example the checkout directory is on the C: drive of a Windows system therefore jCVS requires the double forward slashes.)

5. "Arguments" – place any arguments for the CVS checkout command in this field. E.g. if you want to checkout a specific revision you would place the '-r rev' option in this field.

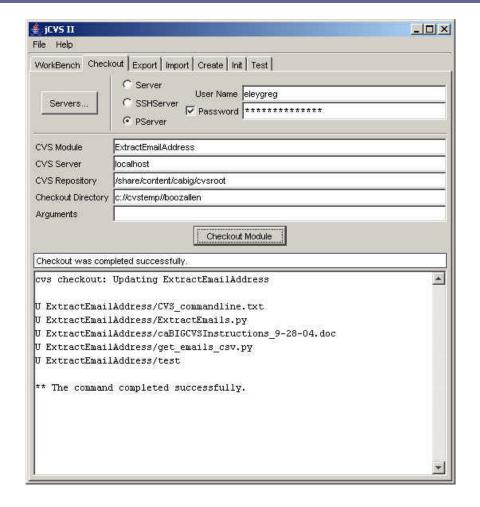






CVS...Checkout with jCVS...continued

- Click on "Checkout Module"
- In this example we successfully checked out the "ExtractEmailAddress" module and files to the C:\cvstemp\boozallen directory on the Windows-based desktop system





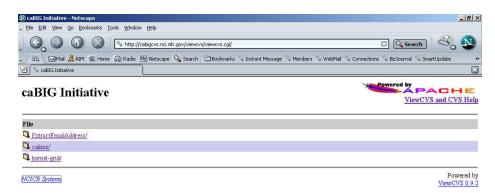


The contents of CVS can be viewed and accessed via HTML at the following URL:

http://cabigcvs.nci.nih.gov/viewcvs/viewcvs.cgi/

Each file represents a directory in CVS.

Click on a directory to access the files within the directory





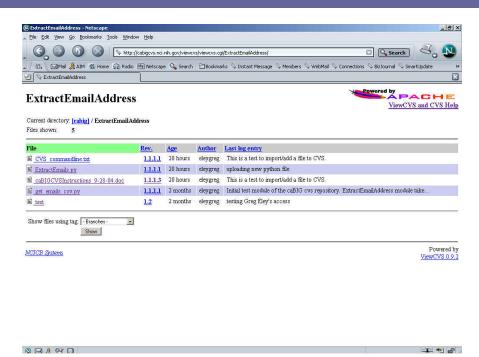




CVS...Viewing Contents ...continued

You can now observe the contents in the directory.

Click on one of the files to view detailed CVS versioning and file revision information







CVS...Viewing Contents ...continued

You now observe the detailed CVS versioning and revision information for the file clicked on.

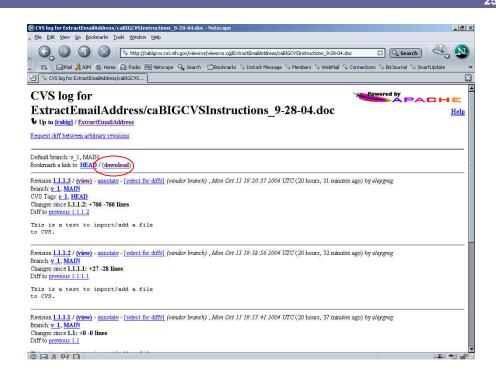
For text files you may download a copy of the text file by clicking on the "Download" link.

Another window will open up and display the contents of the text file.

For "binary" files such as Word, Excel, Powerpoint, and Adobe Acrobat files that will be stored in CVS you will not click on the "Download" link.

To review a binary file you must download it to your local machine.

First, return to the previous page.





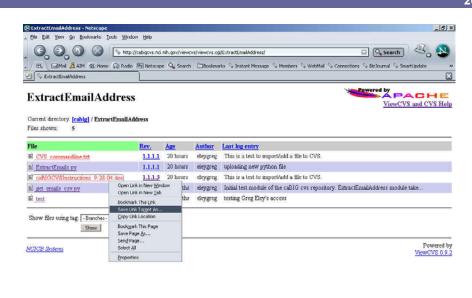


CVS...Viewing Contents ...continued

Right click on the file you wish to download.

Select the "Save Link Target as..." option from the pop up window and follow the prompts to store the file in the desired location on your local machine.

Once saved on your local machine use the native application to open the file for viewing







cancer Management Portal (caMP)





caMP is a centrally managed repository used to track all caBIG milestones/deliverables

The General Contractor will:

- Setup accounts for each user
- Provide clickable document templates in the left-hand panel of the main screens
- Setup each project deliverables / milestones

caMP will include:

- Deliverable status updates, submittals
- Deliverable approval
- Invoice Tracking
- Invoice payment
- Project performance metrics
- Document templates





Updating your project status in caMP will ensure the efficient processing of invoices and status reports

- https://camp.bah.com
- Log on using supplied account information
- From the Project Home Page, review any risks entered for your project in the Risk Matrix and update any information as needed
- From the My Home Page, review and manage your tasks in the My Task List
 - Enter actual hours worked into Actual LOE
 - Adjust Start Date if necessary
 - Enter an End Date to indicate that the task is caMPlete (deliverable ready to submit)
 - In the Task Description, enter a link to the deliverable online





caMP...continued

- From the My Home Page, review and manage any action items assigned to you
 - Enter actual hours worked into Actual LOE
 - Adjust Start and End Date if necessary
 - Enter a description of the Status Resolution
 - Enter a Closed Date for the action item
- From the Project Home Page, review the milestones in Milestone Summary and update any information as needed
- Note the name of the Milestone will be the same as it was in the SOW and should be cut and pasted when doing invoicing.



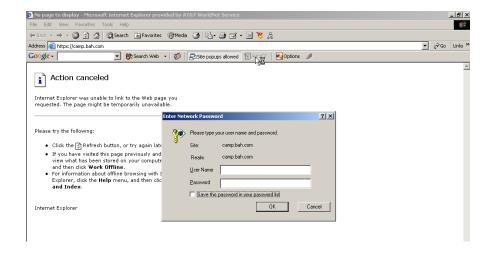


caMP... Access...

Once you have been issued a caMP account and password, you will want to open a web browser (preferably Internet Explorer 5.0 or higher) and enter the URL

https://camp.bah.com

Upon successfully logging into caMP, the first time you enter the site, you will be prompted to download a java JRE plug-in that will automatically install on your machine. This plug-in is necessary in order for the file browser to operate properly as it is controlled by a java applet



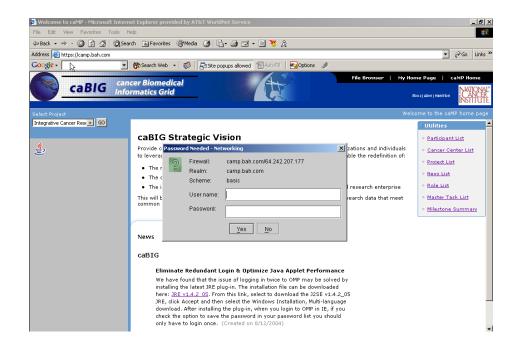




caMP...Access...continued

Once the java plug-in is installed, you may be prompted a second time to enter your account information. If so, enter the user name and password again and click "Yes" in order to load the menu in the left panel of the screen.

Note: This second login can be eliminated in the future by checking the "Save this password in your password list" option in the first login screen









File Browser My Home Page

Boozi Allen i Hamilton



caMP Home

Select Project

Welcome to the caMP home page



-🗏 caBIG Deployment Plan.doc

-🗏 caBIG Lessons Learned Templat

CaBIG_Notes_AttLog_Template1.

🗏 caBIG_Proj_Mgt_Plan template.dd

caBIG_PR_Requirements_Checklis caBIG_PR_Test_Checklist.doc -🗏 caBIG_Reqts_Mgt_Plan.doc

- caBIG_Req_Spec_Temp.doc 🗏 caBIG Risk Matrix Template.doc

-B caBIG_SE_SDD_Checklist.doc -■ caBIG SE SRS Checklist.doc

caBIG_SE_Test_Management_Ch

caBIG SE Unit Test Checklist.do

caBIG Staffing Plan Template.d

CaBIG_Sw_Des_Description_Temp

caBIG_Sw_Req_Doc_Temp.doc and the Contract Topo de

- caBIG_SE_Test_Plan_Temp.doc

CaBIG_SE_UAT_Checklist.doc

-■ caBIG RTM Temp.doc

· The delivery of patient care CaBIG_Configuration Management

The methodology of cancer research

The interaction and relationship of the patient/participant with the biomedical research enterprise

This will be achieved through the sharing of cancer research tools and cancer research data that meet common needs.

Utilities

- Participant List
- Cancer Center List
- Project List
- News List
- Role List
- Master Task List
- Milestone Summary

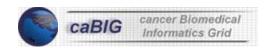
News

caBIG

Eliminate Redundant Login & Optimize Java Applet Performance

We have found that the issue of logging in twice to OMP may be solved by installing the latest JRE plug-in. The installation file can be downloaded here: JRE v1.4.2 05. From this link, select to download the J2SE v1.4.2 05 JRE, click Accept and then select the Windows Installation, Multi-language download. After installing the plug-in, when you login to OMP in IE, if you check the option to save the password in your password list you should only have to login once. (Created on 8/12/2004)





caMP...Home Page

In the left panel of caMP, you will find a series of documents that can be downloaded and used as a template for your project documentation. You can open the documents by double-clicking on them, which will open the document in a new browser window. From that window you can choose File from the browser menu and then Save As to store the document on your hard drive







caMP...Home Page...continued

Although there are several links in the Utilities menu on the home page of caMP, only one will contain any information, the Project List. The rest of the links on this page are intended for the use of the Work Space Leads to perform administrative functionality.

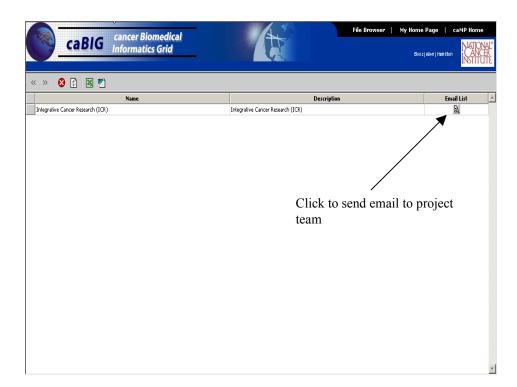






caMP...Project List

You may click on the Project List to display a list of the project(s) that you are a member of. For your convenience an email link is also provided that will allow you to easily send an email to all of the members of the project.

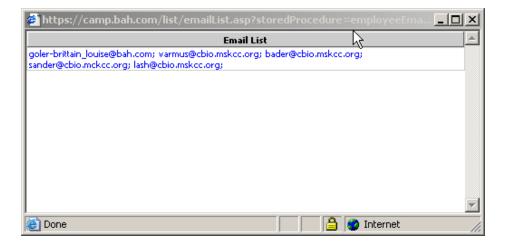






caMP...Project List...continued

Clicking on the email link will open another small window with a list of all the email addresses for the entire project team







cancer Biomedical

Informatics Grid

caBIG

caMP...Project List...continued

Clicking on this list will open your email and start a new message with these email addresses as the recipients

i New Me	essage						UX
File Ed	dit View	Insert	Format	Tools	Messag	ge Help	A
	X		7 _E	K)	<u>Q</u> √	ABC	>>
Send	Cut	Сору	Paste	Undo	Check	Spelling	
∰ To:	goler-britt bader@cb lash@cbio	io.mskcc.	org; sand	m; varmu: ler@cbio.r	s@cbio.n nckcc.org	nskcc.org; g;	
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caMP...Home Page...continued

On the home page of caMP you will find caBIG's strategic vision posted at the top of the screen. Below this you will find news items that have been entered by the Booz Allen Work Space Leads. These news items include announcements that the Work Space Leads or caMP administrators want to share with all the project teams. They may also provide instructions and tips for using the application or announcements of current events







caMP...Change Request...continued

A configuration change request (CCR) can be submitted to caMP for the purpose of suggesting a change to the way something currently works, requesting a new requirement, or identifying a defect.

Simply click on the "Submit a caMP Change Request" link in the bottom of the main caMP screen, the Project Home Page, or the My Home Page

A pop-up window will open containing a form for entering information about the change request.







caMP...Change Request...continued

Description – Please enter an explanation of what you are requesting. Please use as much detail as possible. In the event of a defect report, please list the basic steps to recreate the problem you are citing.

Submitted By – This field should default to your name since you are the one entering the CCR. We may need to contact the submitter to discuss the request or to obtain further details about the request.

https://camp.bah.com/a	ddEdit/addEditForm.asp?storedProcedure=chang	X
Description		<u>^</u>
Description		₩
Submitted By	Smith, John 🔻	
		_
Impact		$\overline{\mathbf{v}}$
Tuno		
Туре	<u>-</u> _	
	Save Cancel	
		✓
ADD: Change Request		11.





caMP...Change Request...continued

Impact – Please let us know how this problem or lack of functionality is affecting you in your daily work using caMP. We may use this information to weigh the priority of the change or to understand when the issue is encountered.

Type – Please select whether this is a Defect Report or Requirement Change

Submit your request by clicking "Save." Note that when a CCR is submitted, an email notification is automatically sent to the caMP Team at caBIG Team@bah.com

https://camp.bah.com/a	nddEdit/addEditForm.asp?storedProcedure=chang	. D ×
Description	*	
Submitted By	Smith, John 🔻	1
Impact	A	
	<u></u>	
Туре		
	Save Cancel	
		7
ADD: Change Request	🔓 😻 Internet	





caMP...Home Page...continued

The Project Home Page is where you will do the majority of your work. It can be accessed by selecting the project you are working on from the drop down list in the top left corner of the main screen and clicking the "Go" button







caMP...Project Home Page

The caMP Project Home displays the name of the project and a brief description of the project. This information can only be modified by the Work Space Leads





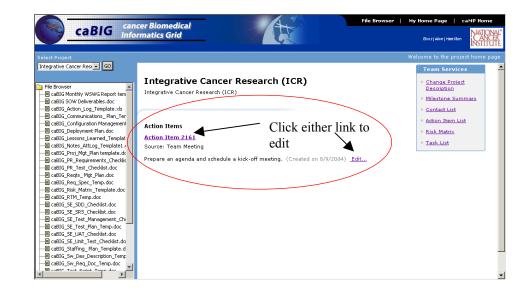


The Project Home Page also contains a list of the action items that have been assigned to a project.

The action items appear in descending order by their start date so that the newest action items are at the top of the list.

The action items can be edited by clicking on the "Edit..." link beside the action item or the link containing the Action Item number.

Action items will display in the list until 14 days after the close date that is entered for the completion of the action item







The Team Services menu consists of six links to caMP functionality







Change Project Description functionality is available only for the Work Space Leads. For all other users, the link displays a read-only version of the project information. See Section 1.6.2 Project Description







caMP...Change Project Description

This functionality is available only for the Work Space Leads

ttps://camp.bah.com/addEdit/addEditForm.	asp?storedProcedure=projectAddEdit&projectID=88 - N	icrosoft Internet Explorer 💶 🗙
Record Identifier	88	_
Name	Integrative Cancer Research (ICR)	k}
Description	Integrative Cancer Research (ICR)	
Туре	Project	
Organization	caBIG 🔽	
	Save Cancel	
 EDIT: Project/Cancer Center - If changes are require	d please contact the administrator	☐ Internet
S EDITA Project/Cancer Cancer - In changes are require	a, please contact the administrator.	I I I I I I I I I I I I I I I I I I I





caMP...Milestone Summary

The Milestone Summary list is one of the modules you will use most often in caMP to manage your work.







caMP...Milestone Summary Page

Each milestone includes the milestone name, application name and version, projected start and end dates, description of the milestone task, and whether or not the milestone end date should be fixed. The deliverable that is associated with the milestone should be specified in the description field.

	9-	caBl	G	nform	вюте atics G	rid			Ç						Booz Allen	Ham II ton	
1	» (Milestone Name	Application	W Yersion	Start Date	Milestone Date	Milestone Description	Fixed End Date	Milestone Submitted	Milestone Submitted Date	Milestone Approved	Milestone Approved Date		Milestone Invoice Submitted Date	Milestone Invoice Approved	Milestone Invoice Approved Date	Milestone Invoice Paid	Milestor Invoice Paid Da
ď	Task 1.2	ICR - Pathway Tools Development	¥1.0	\$/9/2004	\$/20/2004	The Cancer Center Project Task Lead will plan regular (and when needed ad hoc) communications to share project information. Communications may include face-to-face meetings, teleconferences, videoconferences used of the caBIC website and for website and website and for website and website and website we	False	False		False		False	Date	False	Date	False	
ø	Task 2.3	ICR - Pathway Tools Development	¥1.0	8/2/2004	8/20/2004	Create Requirements and Specifications document	False	False		False		False		False		False	
y	Task 1.1	ICR - Pathway Tools Development	v1.0	7/29/2004	8/31/2004	Use of General Contractor provided online tools for tracking of project deliverable, i.e., cancer Management Portal (caMP). Artifact: Entry of deliverables and milestones described in Management Plan into caMP.	False	False		False		False		False		False	
ø	Task 2.4	ICR - Pathway Tools Development	w1.0	9/20/2004	10/1/2004	Convert one existing pathways database to BioPAX format	False	False		False		False		False		False	





caMP...Edit Milestone Page

Clicking on the "Edit Milestone" icon to the left of the milestone will open a pop-up window, displaying all the current information about that milestone

Some fields are read-only such as the record identifier, project, milestone name, application, version, start date, and fixed end date. The Work Space Lead enters these fields when the milestone is created

	ddEditForm.asp?storedProcedure=releaseAddEdit&releas	e
Record Identifier	237	
Project	Integrative Cancer Research (ICR)	
Milestone Name	Task 1.2	
Wilestone (value		
. "Т.	ICR - Pathway Tools Development	
Application		
	V1.0	
Version		
	The Cancer Center Project Task Lead will plan regular	
Description	(and when needed ad hoc) communications to share	
	project information. Communications may include face-to-	
Start Date	8/9/2004	
End Date	8/20/2004	
Fixed End Date		
Milestone Submitted		
Milestone Invoice Submitted		
Milestone Invoice Submitted Da	te	
	Save	





caMP...Edit Milestone Page...continued

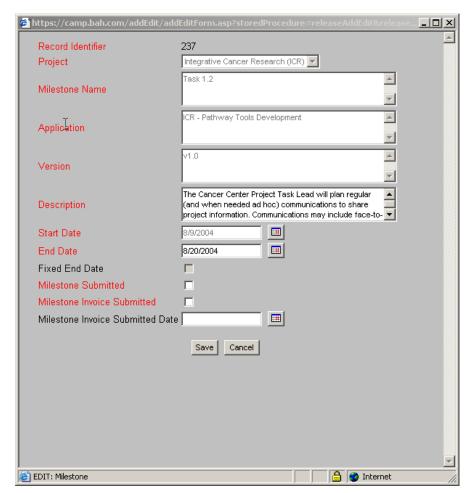
Description – you may want to update the description to include any additional information about the task

End Date – as you work on the milestone you may need to update the end date

Milestone Submitted – check this box when the deliverable is completed and you are ready to submit it to the Work Space Leads for review

Milestone Invoice Submitted – check this box when you are submitting the invoice for the deliverable

Milestone Invoice Submitted Date – when you indicate that the invoice has been submitted, please include the date it was submitted

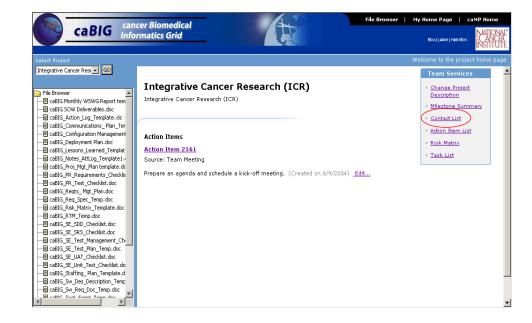






The contact list provides users with a list of all the projects' team members

Team members can only be added to or removed from the project by a Work Space Lead and member information cannot be modified by anyone other than a Work Space Lead







caMP...Contact Page...continued

For each team member some basic information is provided including the cancer center they belong to, their email address (made into a link to automatically send email), primary and secondary telephone numbers, and their role on the project







The action item list contains action items that have been assigned to members of the project team

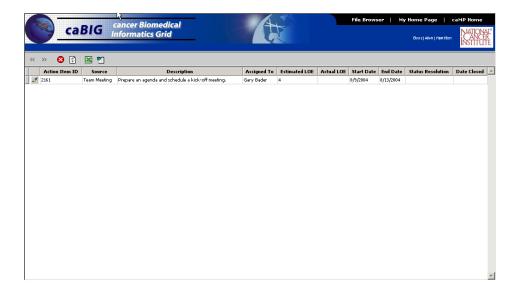






caMP...Action Item Page

The information that is provided for each action item includes an ID number, the source from which the action item was generated, a brief description of the action to be taken, the project resource assigned to the action, an estimated level of effort (LOE, in hours), and projected start and end date

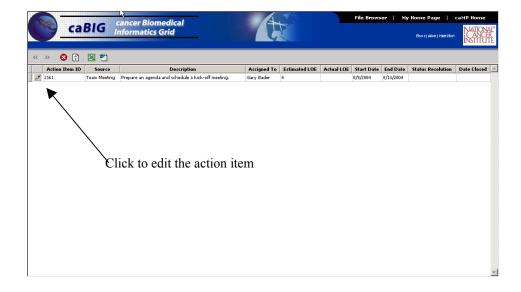






caMP...Action Item Page...continued

The information that is provided for each action item includes an ID number, the source from which the action item was generated, a brief description of the action to be taken, the project resource assigned to the action, an estimated level of effort (LOE, in hours), and projected start and end date







caMP...Edit Action Item Page

Click the edit icon next to an action item and pop-up window opens displaying the data for the action item in text fields

As an action is worked, the assigned resource should enter the effort expended, in hours. The start and end dates should be adjusted to indicate the time span during which the action was being worked. And finally, when the action is completed, a Status Resolution should be entered to describe the details of what was done and a Date Closed should be entered

https://camp.bah.com,	/addEdit/addEditForm.asp?storedProcedure=action	_ <u> </u> ×
Record Identifier	^{ላና} 2161	A
Project	Integrative Cancer Research (ICR)	
Source	Team Meeting	
Description	Prepare an agenda and schedule a kick-off meeting.	
Assigned To	Bader, Gary	
Estimated LOE	4	
Actual LOE		
Start Date	8/9/2004	
End Date	8/13/2004	
Status Resolution		
Date Closed	<u> </u>	
	Save Cancel	
EDIT: Action Item	☐ Ø Internet	





The risk matrix contains any risks that the Work Space Leads have noted may be a concern to the project. The risks are read-only to all other users and are provided to assist the project in identifying and managing project risks

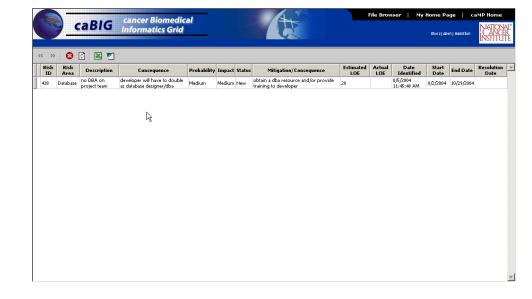






caMP...Risk Matrix Page

The information provided for each risk includes an ID number, the risk area, brief description of the risk, its consequence, the probability that the risk will occur, the severity of the impact, the status, a mitigation, the estimate level of effort involved in mitigating the risk, the date identified and the projected start and end dates for the risk







The task list is another module you will use frequently in caMP. It lists all the specific tasks for the project and the project team member that is assigned to each task. These tasks are set up by the Work Space Leads but can be modified by the project team in order to report the status

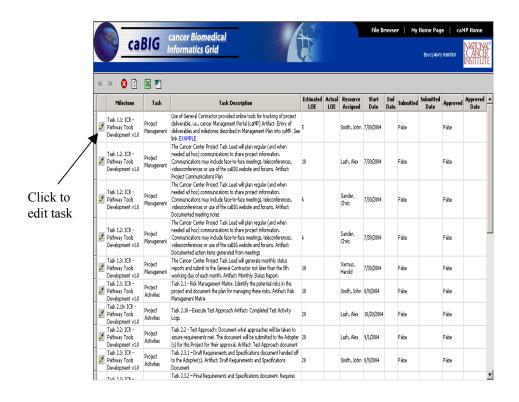






caMP...Task List Page...continued

The information for each task includes the Milestone Task that it falls under, the task category, detailed description of the task, estimated level of effort (LOE, in hours), the resource assigned to the task, an a projected start date. There is a field for the end date but this will usually be empty until the resource assigned completes the task and enters the date. In addition there are two fields available for tracking the progress of the task completion. These are "Submitted", "Submit Date", "Approved", and "Approved Date." Each of these fields is described below in more detail







caMP...Edit Task Page

The project team members can modify each task by clicking on the "Edit Task" icon to the left of the task. When you click the "Edit Task" icon, a pop-up window opens and displays the current data for the task

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Record Identifier	202
Milestone	Task 1.2 - Integrative Cancer Research (ICR) - ICR - Pathway Tools Deve
Task	Project Management
Task Description	The Cancer Center Project Task Lead will plan regular (and when needed ad hoc) communications to share project information. Communications may include face-
Estimated LOE	10
Actual LOE	
Resource Assigned	Lash, Alex
Start Date	7/30/2004
End Date	
Task Submitted	
	Save Cancel
1	V
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caMP...My Home Page

The My Home Page is very similar to the Project Home Page except that the data displayed in the lists is specific to you







caMP...My Home Page...continued

To visit the My Home Page, click on the link in the top tool bar menu and projected start and end date

You can view your contact data by clicking the "Edit..." link next to your name







caMP...Contact Information

This information is entered and maintained by the Work Space Leads. Please contact them at caBig_Team@bah.com if any of your information is incorrect

Record Identifier	891	
Last Name	Smith	
First Name	John	
Description	<pre><center><ing height="60" src="/inages/employee/holmageAvailable.jpg" width="60"></ing></center></pre>	
Title	John Smith	
Title	026991	
Participant Number	<u> </u>	
Email	smith@hotmail.com	
Primary Telephone Number	<u> </u>	
Active	☑	
	Save Cancel	





caMP...My Action Items

The action items that are specifically assigned to you are listed on your home page in the center of the screen. The same list of action items can be accessed from the link to "My Action Items" in the My Services menu

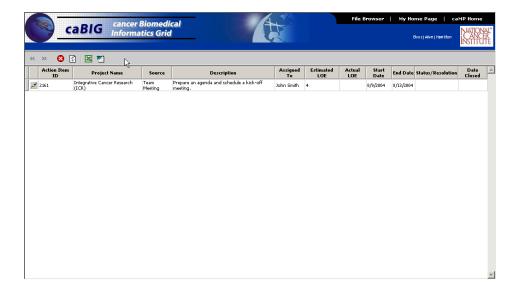






caMP...My Action Items...continued

Clicking that link brings you to a list of your action items similar to that seen on the project home page. Each action item can be modified to manage the status of the action. This functionality is identical to that covered in the previous section dealing with the Project Home Page action items

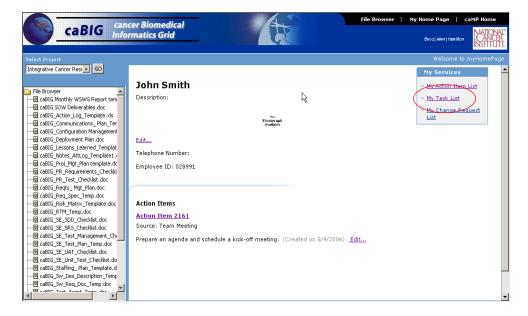






caMP...My Task List

The task list from the My Home Page is a list of just those tasks for which you are the assigned resource







caMP...My Task List...continued

The data provided is identical to the list on the Project Home Page and each task can be modified in the same manner as described in that section of the manual. The only difference with this list is that any tasks that have been submitted over 14 days ago will not appear on the list. This was done in an effort to just show the tasks that the user still has remaining. If it is necessary to modify the task data, including unchecking the "Submitted" checkbox, this can be done from the project home page link







caMP...My Task List...continued

The data provided is identical to the list on the Project Home Page and each task can be modified in the same manner as previously described. The only difference with this list is that any tasks that have been submitted over 14 days ago will not appear on the list. This was done in an effort to just show the tasks that the user still has remaining.

If it is necessary to modify the task data, including unchecking the "Submitted" checkbox, this can be done from the project home page link

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Record Identifier	202
Milestone 🗼	Task 1.2 - Integrative Cancer Research (ICR) - ICR - Pathway Tools Deve
Task	Project Management
Task Description	The Cancer Center Project Task Lead will plan regular (and when needed ad hoc) communications to share project information. Communications may include face-
Estimated LOE	10
Actual LOE	
Resource Assigne	d Lash, Alex
Start Date	7/30/2004
End Date	
Task Submitted	
	Save Cancel
1	▼ ▶
EDIT: Task Data	🗎 🎒 Internet 🥢





caMP...My Change Request

The last link in the menu on My Home Page is the My Change Request List. This provides a list of any change requests you've entered for the caMP system







caMP...Contact Us

You can contact the caMP Team by sending an email to caBIG Team@bah.com.

A link to send an email can be found at the bottom of the caMP Main page, Project Home Page, and My Home Page

Email should be used for general questions, requests to add new projects or users to the system, requests to add or modify data that is maintained by the Work Space Leads, etc. In general, email can be sent for anything that doesn't fit into the category of a change request. It can also be used to request assistance in troubleshooting a specific problem you are encountering in caMP

Submit a caMP change request Contact Us
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Invoicing Online IOL



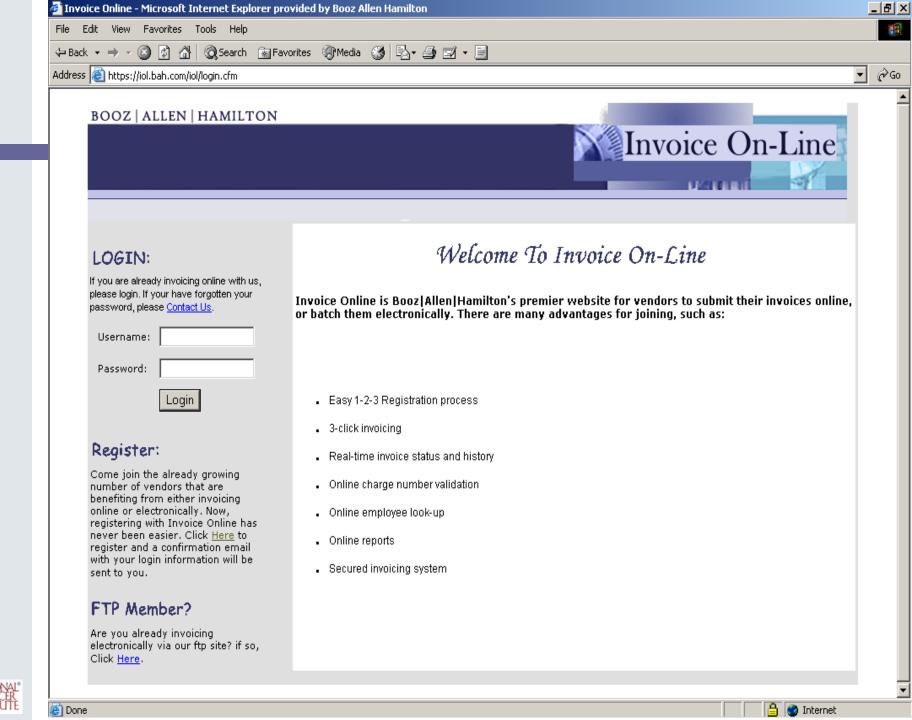


All caBIG deliverables will be submitted and tracked using the Invoicing Online IOL

- Centers will submit all invoices through Invoice Online based on SOW/Deliverables Table
- Centers will have:
 - Direct access to their invoice information in real time
 - Invoice submit date
 - Invoice approved date
 - History with Check Number and Issue Date
 - Direct e-mail access to subcontracts administrator
- Accounts Payable Releases Invoice for payment on due date (Net 30)
- Bank issues payment through direct deposit (ACH), wire, or a standard check
- IOL updates







To use IOL each Center will have to pre-register:

- The first step to becoming an Invoice Online (IOL) vendor is to register on the IOL website at: https://iol.bah.com. Follow the steps below to register online:
- ▶ **Step 1:** On the left side of the IOL Home Page, scroll down to the section titled "Register". Click the blue underlined hyperlink for "Click Here to Register".
- ▶ Step 2: Carefully review the Terms & Conditions for invoicing online using IOL. Please note that your vendor payment terms (ex. Net 30) are not expedited by using IOL. Payment will still adhere to the specified payment terms. If you agree to all the Terms & Conditions, click "Agree" at the bottom of the screen.
- ▶ **Step 3:** Complete the registration form with the appropriate information. Note that you may leave blank any information you do not have (ex. Booz Allen Vendor Number). As an IOL vendor, click the first checkbox for: "If you plan on individual invoicing online, check this box". Click "Submit" once you have completed the registration form.
- ▶ **Step 4:** Your registration will be reviewed and evaluated by the IOL Systems Team. Once your registration has been approved, you will be provided with your IOL Username (your Booz Allen Vendor Number) and Password.





Notes for IOL

- Once you have been provided with your username and password, you may logon to IOL and begin the process of submitting invoices.
- You will be asked to submit a test invoice through IOL to ensure that no mistakes are made when an actual invoice is put through and to identify any potential issues that may arise from online invoicing.
- Also, note that you will be asked to submit paper invoices in parallel to online invoices for a period of 2 months. This allows all your invoices to be properly reconciled and moved completely to an online environment.





Once your account has been created you will be Submitting Online Invoices using IOL

- **Step 1:** Logon to IOL at: https://iol.bah.com using the provided username and password.
- ▶ **Step 2:** To submit a new invoice, click the "New Invoice" link on the Home Page
- ▶ **Step 3:** Complete sections of online invoice that are not pre-populated with data directly from the Purchase Order, make sure you paste the milestone name from caMP in this section
- ▶ **Step 4:** Fill in any information in the following fields
 - Comments used if you have any notes or comments that are helpful in invoice processing.
 - This Invoice enter the amount you wish to invoice at this time on each open line item.
 - Invoice Quantity enter the amount of hours you wish to invoice for at this time.
- Step 5: Submit Invoice





- ▶ **Step 1:** Click the "Invoice History" link on the top navigation bar.
- ▶ **Step 2:** You can either input an Invoice Number and Invoice Date if you are searching for a particular invoice, or simply click "Search" to view all invoices submitted through IOL.
- Step 3: You will be displayed with the Purchase Order (PO) Number, Release Number, Invoice Number, Invoice Date, Invoice Amount, and Status for each invoice you have submitted on IOL. To open up an invoice, click the blue hyperlinked "Invoice Number" to view the invoice in read-only format. You may print this page to submit with your paper receipts to Booz Allen Accounts Payable.





IOL POC's

If you have any questions while submitting an online invoice using IOL, please contact:

Bill Quick 703-377-0175

Christine Goodman 703-917-2815

Tessie Felarca 703-902-3030





- Program level status reports to Dr. Anna Barker and Dr. Ken Buetow
- caBIG Website materials
- Cancer Center Director Updates
- Scientific meeting presentation materials
- External communications materials





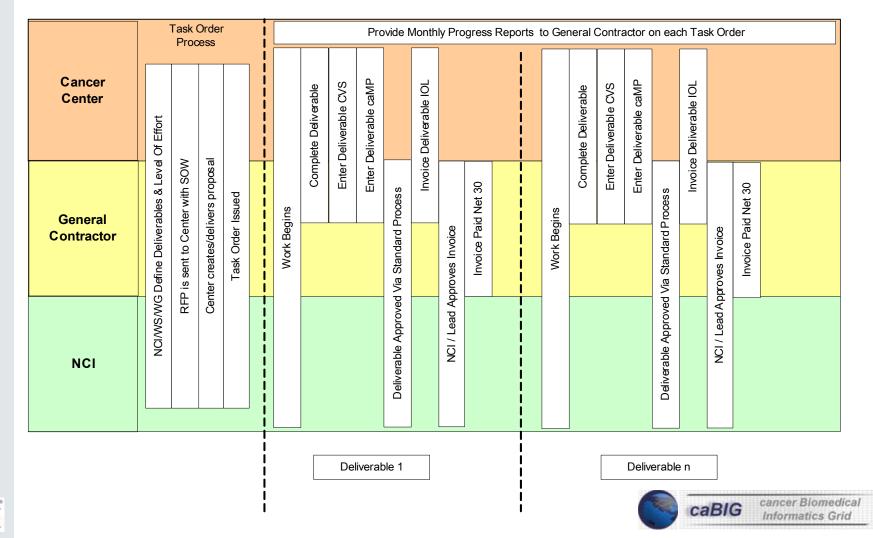
caBIG Points of Contact

Program Manager	Chalk Dawson	dawson_chalk@bah.com	240-314-5661
Project Manager	Mark Adams	adams_mark@bah.com	301-998-6934
Clinical Trial Mgmt. System Workspace Lead	Scott Finley	finley_scott@bah.com	410-825-2161
Integrative Cancer Research Workspace Lead	Juli Klemm	jklemm@3rdmill.com	781-890-4440 x226
Tissue Bank & Pathology Tools Workspace Lead	Greg Eley	eley_greg@bah.com	703-465-5736
Architecture Workspace Lead	Arumani Manisundaram	manisundaram_arumani@bah.com	301-998-8774
Vocabularies & Common Data Elements Workspace Lead	Christine Richardson	crichardson@kevric.com	301-588-6000 x254
Data Sharing & Intellectual Capital Working Group Lead	Phan Winter	winter_phan@bah.com	703-465-5723
Training Working Group Lead	Caitlin Cusack	cusack_caitlin@bah.com	301-998-8762
Strategic Planning Working Group Lead	Chalk Dawson	dawson_chalk@bah.com	240-314-5661
Contracting	Sara Burkhart	burkhart_sara@bah.com	703-902-5583
CVS	Doug Kanoza	ncicbsystems@mail.nih.gov	301-496-5352





Any Questions about caBIG Business Processes?





Glossary of terms

- CVS Project A related collection of files stored under a single directory
- CVS Import Loading a file or collection of files into CVS to create a CVS project
- CVS Checkout Creates a working directory or "sandbox" on your local machine with project files and subdirectories. It also puts administrative files of its own in a subdirectory of the project directory
- caMP Milestone Identical to a deliverable. Can consist of one or more Tasks
- caMP Task Activity to be expended in the accomplishment of a Deliverable or Milestone



